

**THE UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF GEORGIA
Vacancy Announcement #2004-03**

POSITION: CM/ECF Administrator (Case Management Section)

(Temporary appointment Not-to Exceed 9/30/2004- Terms of appointment may be extended depending upon availability of future funding)

LOCATION: Savannah Georgia

STARTING SALARY: CL 23/01 - \$25,947 (DOQ)

CLOSING DATE : Friday, April 9, 2004 by 5:00 p.m.

INTRODUCTION

Case Management/Electronic Case Filing "CM/ECF" Administrator is part of the case management team. Incumbent is responsible for the progression of bankruptcy cases and related adversary proceedings from opening to final disposition. Incumbent must maintain official court records and interact with the public directly and by telephone. Incumbent will engage in a variety of case management functions including, but not limited to:

- Managing the progression of bankruptcy cases by maintaining official case records in an automated system and making summary entries on the case docket;
- Monitoring the completion of required procedural steps, and performing the necessary noticing, administrative and clerical tasks;
- Managing cases to ensure timely progression by reviewing incoming documents to establish dates for calendaring of court hearings;
- Examining documents to determine nature of action for appropriate follow-up;
- Interacting with trustees and counsel and providing non-legal and procedural information to the public;
- General office support and other related duties as assigned.

QUALIFICATIONS

To be considered for this position, a person must be a high school graduate or equivalent with a minimum of two years progressively responsible clerical experience. Some educational credits may be substituted for experience. Applicants must possess exceptional computer skills with a demand for accuracy and quality assurance. Applicants must be team players who are dependable, detail oriented and able to work in a multitask, fast-paced environment. Position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. Applicants must possess exceptional communication skills since frequent contact is with a wide variety of individuals within and outside the Judiciary. College degree, higher education courses, and/or prior court/legal experience is preferred.

SPECIALIZED EXPERIENCE

Specialized experience includes broad knowledge of the Bankruptcy Codes and Rules; local rules and procedures concerning the processing of cases filed under the Bankruptcy Code. Candidates must demonstrate the ability to apply a body of rules, regulations, directives or laws. Broad knowledge of Word Perfect, Excel, Lotus 1,2,3, Adobe Acrobat, Internet browsers and regular use of scanning equipment are desirable.

INFORMATION FOR APPLICANTS

Employees of the United States Bankruptcy Court are "AT WILL" employees and are required to adhere to a Code of Conduct.

- ◆ The applicants who best suit the needs of the court will be selected;
- ◆ Due to the volume of applications received communication will be with those individuals who will be tested or interviewed for the positions.
- ◆ Interviewees are subject to a full National Crime Information Center (NCIC) background check;
- ◆ Appointee is subject to probationary status;

- ◆ Appointee may be removed from this position at any time if, after reasonable on-the-job training, the candidate fails to perform at a satisfactory level;
- ◆ The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may offer without prior written or other notice;
- ◆ In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top rated candidate from those who applied for the initial announcement without re-posting the position;
- ◆ More than one position may be filled through this announcement;
- ◆ Potential Progression to CL 24 - 25 may be considered without further competition;
- ◆ Duty station assignments are at the discretion of the Clerk of Court;
- ◆ Relocation and/or travel expenses will not be reimbursed;
- ◆ A mandatory electronic direct deposits of salary payments are required;
- ◆ Applicants **must** be a U. S. Citizen or eligible to work in the United States;
- ◆ Incomplete applications will not be considered;
- ◆ This court is an EQUAL OPPORTUNITY EMPLOYER.

BENEFITS are limited for temporary not-to-exceed appointments.

Submit Resume w/Salary History and three (3) Professional References via Facsimile or Mail to:

**United States Bankruptcy Court
Confidential Announcement #2004-03
Savannah, GA 31412**

or

Fax to: 912-650-4135

If applying for more than one position, please indicate announcement number and provide adequate number of copies.